

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Statistical Assistant (Office Automation)							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	1531		05	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required							
2. Supervisory Controls							
3. Guidelines							
4. Complexity							
5. Scope and Effect							
Grade based on PCS for Statistical Assistant Series, GS-1531, (TS-68 dtd 6/67)					28. GRADE		28. 05
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N No known promotion potential Standard Job#1531-05					33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				05	

B. MASTER RECORD

1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	5. OFF. TITLE (38)	
GS	1531		0001	STATCL ASST	

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)	
1=HQ 2=FLD	8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO	DA
				04	22

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)	
1=Primary 2=Secondary	A I=Inactive A=Active	MO	DAY	MO	DAY

16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
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17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
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C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)	
N E=Exempt N=Nonexempt	0 N 0=None 1=CD 219 3=SF 278 4=AD 392	A=Sched A B=Sched B 0=Excepted but not A, B, C	1N N 0=Nonsensitive 1=Noncritical	05XX	

6. WK. TITLE CD. (4)	7. WK TITLE (38)				
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8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)									
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy A=No Change	B=Lower Grade C=Higher Grade	D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)	
		Blank=N/A Y=Yes	State (2)	City(4)	Cnty(3)	MO	DAY	YEAR
							Blank=N/A 1=PAS	MO
								DAY
								YEAR
								04
								22
								02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST.	
N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use			MO	DAY	YEAR	MO
		ALPHAS = Agency Use						DAY
								YEAR

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)									
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.			
						5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade			
						9=Other			

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
MO	DAY	YEAR	MO	DAY	YEAR		
		A					
		1=Inact. 2=Act.					

30. CLASSIFIER'S SIGNATURE	31. DATE
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32. REMARKS

Standard Job #1531-05

Statistical Assistant (Office Automation)
GS-1531-05

Standard Job #1531-05

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Works with the commodity group leader and other assigned statisticians in developing plans, procedures, and schedules for survey operations.

Prepares survey materials, including questionnaires, field supplies, county maps and aerial photos; coordinates printing and mailing or other distribution of materials as required.

Checks in and sorts questionnaires; reviews, edits and analyzes survey data; identifies and researches questionable or erroneous information and makes necessary corrections.

Computes statistical measures (e.g., straight and weighted averages, ratios, percentages); prepares worksheets for commodity estimates; checks indications, estimates, and comments for internal consistency; completes final summary forms for submission to the Agricultural Statistics Board.

Prepares articles, tables, charts, graphs, and press releases for publication.

Compiles historic data; maintains official files and records.

Updates the list sampling frame data (and/or area frame) or identifies needed changes and forwards the information to the LSF coordinator.

Assists in organizing state survey schools, including the preparation of training materials and arrangements for accommodations and meeting rooms.

Provides data transcription assistance during times of heavy workload.

Performs other related duties as assigned.

B. Evaluation Factors

1. Knowledge Required by the Position

Knowledge of the organizational structure of the State Statistical Office (SSO) and its office procedures.

Knowledge of the agricultural subject matter.

Knowledge of basic sampling concepts and nomenclature.

Skill in performing statistical computations (e.g., ratios, percentages, weighted averages).

Skill in utilizing computer equipment and a variety of commercial software packages (e.g., WordPerfect, Harvard Graphics, Lotus 1-2-3, dBASE, or the equivalent); the ability to access software via the local area network (LAN); a qualified typist is required.

Knowledge of basic sampling frame functions and requirements needed to perform post-survey updates.

Knowledge of restrictions on the release of data and confidentiality requirements.

2. Supervisory Controls

The incumbent is under the administrative supervision of the Deputy State Statistician. Technical supervision is provided by the commodity group leader or by one of the commodity statisticians, depending on the needs of a given project. Recurring assignments are not explained in detail; more extensive guidance is provided for new or unusual situations. Schedules and priorities are, to some extent, governed by agency-wide or office-wide due date calendars. However, the incumbent determines the daily routine as long as requirements are fulfilled and deadlines are met. While in progress the work receives cursory review; completed work is reviewed for accuracy, completeness and conformance with established procedures.

3. Guidelines

Guidelines, either agency-wide or office-generated, are available to assist in most survey projects. These include Technical instructions and manuals (e.g., estimation manuals, editing manuals) issued from headquarters, as well as documentation prepared within the SSO and handed down from survey to survey and year to year. Precedent and lessons learned via individual experience are also relied upon to guide future action.

4. Complexity

The mission of the SSO is such that a number of survey projects are in progress simultaneously, each in a different stage of completion. The incumbent must deal with the conflicts and complications inherent within this situation. Assigned to participate in a number of these ongoing projects, the incumbent may be organizing and planning for one survey, editing data for another survey, and preparing post-survey documentation for yet another survey - all at the same time. Although, as noted above, the incumbent is aided by various instructions and guidelines, both written and unwritten, some independent judgment must be exercised in selecting the appropriate procedure to use in a given context. Or, when gathering data either in support of a specific survey project or in response to a random inquiry, must exercise the discrimination and insight needed in conjunction with all meaningful research - identifying the most likely sources of information and selecting the most pertinent.

In analyzing collected information, the incumbent must be alert to trends, errors and inconsistencies, however subtle and be able to make or recommend any necessary corrections or adjustments. In some cases, additional research may be necessary; the supervisor may be consulted for advice and concurrence.

5. Scope and Effect

The work of the office is part of an extensive data gathering effort whose final results have an impact at both the national and international levels. Timeliness and accuracy are essential at every step in the process, from initial collection, through analysis, to the posting of final estimates. This is self-evident. The results of this or any other effort cannot be valid unless the building blocks are sound. In helping to insure that soundness, the incumbent plays a key role.

6. Personal Contacts

Contacts are established with statisticians in the office, and, to some extent, with employees in other NASS offices. Outside contacts include survey participants, agri-business personnel, state government employees, and NASDA enumerators.

Statistical Assistant (Office Automation)
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7. Purpose of Contacts

Contacts are for the purpose of clarifying instructions, receiving assignments, referring work to other units, providing instructions, and exchanging information.

8. Physical Demands

The work is mainly sedentary; no special physical demands are levied.

9. Work Environment

The work is performed in an office setting.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____